

**To:** (DLAE Name)  
District Local Assistance Engineer  
Caltrans, Office of Local Assistance  
(District Address)

Date:\_\_\_\_  
Project Number:  
Project Title:

Dear (DLAE Name):

We request the California Transportation Commission allocate from the Environmental Enhancement and Mitigation (EEM) \$\_\_\_\_\_. This is the amount requested in the EEM program application for \_\_\_\_\_ (project location and description and what will be accomplished. The funding is for:

	<u>Total Cost</u>	<u>CTC Allocation Share</u>
Preliminary Eng.	\$ _____	\$ _____
Right-of-Way	\$ _____	\$ _____
Construction	\$ _____	\$ _____
Const. Eng.	\$ _____	\$ _____
Acquisition of Property	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____

**Status of Projects:**

Environmental:

- CEQA - Define project clearance type and date.
- NEPA - Define project clearance type and date (if applicable).

Engineering:

- The PS&E development was/will be completed on (date) (if applicable).
- R/W: The project right-of-way acquisition is scheduled to begin (date) (if applicable).
- Construction: The project advertisement is scheduled for (date) (if applicable).

The project was adopted in the CTC Program Adoption Resolution for FY20xx-20xx for amount of \$\_\_\_\_\_ under EEM Program for FY 20xx-20xx. We request that CTC vote the funds at its next available meeting.

Please advise us as soon as the fund allocation has been voted. You may direct any questions to (Name) at (phone number) and (e-mail).

**CERTIFICATION:**

I hereby certify I will:

1. Sign the Applicant-State Agreement (Agreement) within 90 days of the date on the Agreement cover letter from Caltrans.
2. Begin this project as soon as the Agreement is executed.
3. Let Caltrans know by April of the fiscal year in which the funds were allocated if we will not be able to implement the project, this allowing another project to receive an allocation. We understand our project will be put at the bottom of the list.
4. If property is being acquired, an Agreement Declaring Restrictive Covenants will be recorded and submitted to Caltrans.

Sincerely,

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

This document is under "Policies, Procedures, Dates at website:

<http://www.dot.ca.gov/hq/LocalPrograms/EEM/homepage.htm>

**Distribution:** Local agency sends original to the DLAE